



**TOWNSHIP OF WEST LINCOLN  
PUBLIC WORKS/RECREATION/ARENA COMMITTEE  
AGENDA**

**MEETING NO. THREE**

**Monday, March 15, 2021, Immediately following the Administration/Finance/Fire Committee Meeting**

**Township Administration Building**

**318 Canborough Street, Smithville, Ontario**

**\*\*NOTE TO MEMBERS OF THE PUBLIC:** Due to efforts to contain the spread of COVID-19 and to protect all individuals, the Council Chamber will not be open to the public to attend Council meetings until further notice.\*\*

**Submission of Public Comments/Virtual Attendance:** The public may submit comments for matters that are on the agenda or request to attend the virtual meeting as "Attendees" by emailing [jscime@westlincoln.ca](mailto:jscime@westlincoln.ca) by March 15, 2021 before 4:30 pm. Email comments submitted will be considered as public information and read into public record. The meeting will be recorded and available on the Township's website within 48 hours of the meeting, unless otherwise noted.\*\*

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**Pages**

**1. CHAIR - Councillor Harold Jonker**

Prior to commencing with the Public Works/Recreation/Arena Committee meeting agenda, Chair Jonker will note the following:

1. Due to efforts to contain the spread of COVID-19 and to protect all individuals, the Council Chamber will not be open to the public to attend Standing Committee and Council meetings until further notice.
2. The public may submit comments for matters that are on the agenda to [jscime@westlincoln.ca](mailto:jscime@westlincoln.ca) before 4:30 pm. on the day of the meeting. Comments submitted will be considered as public information and read into public record.
3. The meeting will be recorded and available on the Township's website within 48 hours of the meeting.

**2. CHANGE IN ORDER OF ITEMS ON AGENDA**

**3. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST**

**4. APPOINTMENTS**

There are no appointments/presentations.

5. **REQUEST TO ADDRESS ITEMS ON THE AGENDA**

**NOTE: Procedural By-law Section 10.13(5) – General Rules**

One (1) hour in total shall be allocated for this section of the agenda and each individual person shall only be provided with **five (5) minutes** to address their issue (some exceptions apply). A response may not be provided and the matter may be referred to staff.

The Chair is to inquire if there were any members of the public who were in attendance virtually on the ZOOM meeting call that wished to address a specific item on tonight's agenda as permitted by Section 10.13(5) of the Procedural By-law. If so, please raise your hand in the ZOOM options or unmute yourself and advise that you wish to speak.

The Chair will ask the Clerk if she had received an email or correspondence from a member of the public prior to 4:30 p.m. today, that wished to provide comments to any items on the agenda as permitted by Section 10.13(5) of the Procedural By-law.

6. **CONSENT AGENDA ITEMS**

**NOTE:** All items listed below are considered to be routine and non-controversial and can be approved by one resolution. There will be no separate discussion of these items unless a Council Member requests it, in which case the item will be removed from the consent resolution and considered immediately following adoption of the remaining consent agenda items.

6.1. **ITEM PW07-21**  
CONSENT AGENDA ITEMS

**RECOMMENDATION:**

That the Public Works/Recreation/Arena Committee hereby approves the following Consent Agenda Items:

1. Items 1 and 2 be and are hereby received for information;

with the exception of Item#(s)\_\_\_\_\_

- |    |  |   |
|----|--|---|
| 1. | West Lincoln Public Library Board - February 12, 2021 Minutes  | 5 |
| 2. | Information Report REC-02-2021 - West Lincoln Community Centre & Recreation Services COVID-19 Update | 8 |

7. **COMMUNICATIONS**

- |      |   |    |
|------|---|----|
| 7.1. | <b>ITEM PW08-21</b>   | 17 |
|      | Honourable Minister Caroline Mulroney, Ministry of Transportation   |    |
|      | Re: Letter - Delegation at 2021 Virtual Rural Ontario Municipal Association (ROMA) Conference - North South Escarpment Crossing |    |

**FOR INFORMATION**

**8. STAFF REPORTS**

**8.1. ITEM PW09-21**

18

Director of Public Works and Recreation (Mike DiPaola)

Re: Recommendation Report REC-03-2021 - Canada Healthy Communities Initiative Application – Wellandport Disc Golf Course

**RECOMMENDATION:**

1. That, Report REC-03-2021, re: Canada Healthy Communities Initiative Application – Wellandport Disc Golf Course, dated March 15, 2021 be received for information; and,
2. That, Council endorses the construction of a nine (9) hole disc golf course at the Wellandport Community Centre property, subject to the approval of Canada Healthy Communities Initiative funding application.

**8.2. ITEM PW10-21**

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Manager of Parks, Recreation and Facilities (Bob Denison) & Director of Public Works and Recreation (Mike DiPaola)

Re: Recommendation Report REC-04-2021 - 2021 Cemetery Maintenance Request for Proposal (RFP) Authorization

**RECOMMENDATION:**

1. THAT, Report REC-04-2021, re: 2021 Cemetery Maintenance Contract Request for Proposal (RFP) Authorization, dated March 15, 2021 be received; and,
2. THAT, Council awards the request for proposal contract to George Lane Landscaping for a five-year term, in the total amount of \$242,000.00 (plus HST), and,
3. THAT, a By-Law be passed to authorize the Mayor and Clerk to enter into an agreement with George Lane Landscaping.

**9. OTHER BUSINESS**

**9.1. ITEM PW11-21**

Members of Council

Re: Other Business Items of an Informative Nature

**10. NEW BUSINESS**

**NOTE:** Only for items that require immediate attention/direction and must first approve a motion to introduce a new item of business. (Motion Required)

**11. CONFIDENTIAL MATTERS**

There are no confidential matters.

**12. ADJOURNMENT**

The Chair declared the meeting adjourned at the hour of [time]

**MINUTES  
WEST LINCOLN PUBLIC LIBRARY  
BOARD MEETING**

Meeting #2: Friday, February 12, 2021 10am  
Zoom

**PRESENT:**

Board:	Julie Adams Cheryl Ganann Judi Kelly Sue Langdon Pat Nelson Joan Packham Wendy Wilson
Staff:	Cindy Weir, Library Interim CEO

**ABSENT:** Karen Parker

**CONFLICT OF INTEREST:**

There were no disclosures of pecuniary interest or conflicts of interest declared by any Members of the West Lincoln Public Library Board.

1. Review and acceptance of minutes of the January 8, 2021 regular meeting

Moved by Pat Nelson and seconded by Sue Langdon

That the minutes of the January 8, 2021 West Lincoln Public Library Board meeting be accepted as presented.

-Carried.

Moved by Cheryl Ganann and seconded by Judi Kelly

That the confidential minutes relating to the closed session portion of the January 8, 2021 West Lincoln Public Library Board meeting be accepted as presented; and that the minutes remain confidential and restricted from public disclosure in accordance with exemptions provided in the Municipal Freedom of Information and Protection of Privacy Act.

-Carried.

2. Library Business

a) RED (Rural Economic Development) Grant Application

The Board Chair read the letter provided by the Board in support of a farmer's market initiative.

b) SOLS Board Assemblies West Lincoln Public Library Board Representative

Moved by Pat Nelson                      Seconded by Julie Adams

That the West Lincoln Public Library Board approves Wendy Wilson as their representative to the SOLS Board Assemblies.

-Carried

Question regarding the merger of Lincoln and Pelham Public Libraries was raised at this time. This is a local and not a Ministry initiative

### 3. Financial Matters

#### a) Budget Status Report

Moved by Wendy Wilson and seconded by Sue Langdon:

That the Budget Status Report, dated December 31, 2020, be received for information.  
-Carried.

#### b) 2021 Budget Review Process

The Board had another chance to review and ask questions regarding the Operating and Capital budgets for 2021 prior to the presentation by the Township Treasurer on February 16.

### 5. CEO's Report – January 2021

Library CEO presented the January 2021 CEO's Report.

### 6. Correspondence


#### a) SOLS Letter – re-Board Assemblies Board Representative

### 7. Set next meeting date – March 12, 2021 at 10am

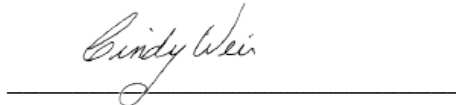
Meeting will take place via zoom, or in person, depending on developments from the Province and/or Public Health.

### 8. Adjournment

The Library Board meeting was adjourned at 10:39 am.



**JOAN PACKHAM, CHAIR**



**CINDY WEIR, CEO**

# CEO's Report – January 2021

## Recorded Library Uses January 2021

**E-books:** 1282 check-outs

**Circulation:** 1691 loans

## Social Media and Website:

### Twitter

Impressions (times displayed for viewers)	2516
Engagement (any interaction with tweets)	29
Number of posts	13
Most Popular Tweet	Canada reads books available at library

### Facebook

People who saw content	11993
People clicking or engaging with content	556
Number of Posts	34
Most popular post	Ask a dietician
Viewers over 1 minute (program attendance)	77

### Instagram

Posts	14
Post interactions	146
Followers	712
Most popular post	Patron shelfie

### Website

Page views	3117
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**Programs by Pickup:** 41

**WebEx Program Attendance:** 12

Prepared for the February 12, 2021 Meeting

Respectfully Submitted by:  
Cindy Weir, Interim CEO

**DATE:** March 15, 2021

**REPORT NO:** REC-02-2021

**SUBJECT:** **West Lincoln Community Centre & Recreation Services  
COVID-19 Update**

**CONTACT:** Wendy Beaty, Coordinator of Recreation Services  
Mike DiPaola, P.Eng. Director of Public Works and Recreation

**OVERVIEW:**

- The purpose of this report is to provide an overview on the West Lincoln Community Centre and community events over the past year and to provide an update on upcoming Recreation Services' programs and events based on the current COVID-19 pandemic situation.

**RECOMMENDATION:**

1. That, Report REC-02-2021, re: West Lincoln Community Centre & Recreation Services COVID-19 Update, dated March 15, 2021, be received for information.

**ALIGNMENT TO STRATEGIC PLAN:**

**Theme # 2:**

- Support for Business, Opportunities for Residents – Creating a positive image and a community where it is easy to do business.

**Theme # 4:**

- Local Attractions – Providing amenities, programs and services that bring the community together.

**Theme # 5:**

- Community Health and Safety – West Lincoln continues to be a safe community where all residents are supported to thrive throughout their lives.

**BACKGROUND:**

***Spring 2020 Closure***

On Friday March 13th 2020, the Township partially activated its Emergency Operations Centre (EOC) in response to the spread of the COVID-19 virus. At that time the Township

enacted a series of closures such as programs/events, camps, and facilities which included the West Lincoln Community Centre.

On June 12, 2020, the Township made the difficult decision to not offer the summer camp program.

### ***Re-opening 2020***

On June 26th, 2020, improvements to COVID-19 case counts and spread allowed for the Township to re-open the Splash Pad at the Community Centre under the guidelines from the Province and Niagara Region Public Health.

West Lincoln joined with all municipalities across the Niagara Region to present a virtual Canada Day event on July 1st, 2020.

On August 10th, 2020, the Walking Track at the Community Centre was re-opened with reduced hours and new restrictions for use and capacity.

The annual Harvest Routes event was presented to the community on October 2nd and 3rd, 2020, with an adjusted format and reduced programming.

The arena was re-opened on October 4th, 2020 with several new processes around cleaning, access and screening. Recreation Services was able to restart limited ice programs such as Men's and Ladies' Shinny, Preschool Skating and Adult Skating.

A reduced winter fitness program schedule was planned and set to begin January 18th, 2021, but did not materialize due to the province-wide shut down and "stay at home" order announced prior to the end of the 2020 calendar year and early new year respectively.

### ***Winter 2020 Closure***

Increases in COVID-19 cases across the province and regionally were seen throughout the Fall months of 2020 and on December 18<sup>th</sup>, 2020 the Province announced that the Niagara Region would move into the Red Zone of the Response Framework. This meant further restrictions on facility use, the cancellation of programs and new limits on facility capacity.

Three days later, the Province went further and announced that there would be a province-wide shut-down as of December 26<sup>th</sup>, 2020 for a 28-day period. The result of the shut-down meant the closure of the West Lincoln Community Centre and a hold on all programming.

On January 12<sup>th</sup>, 2021, the Provincial Government announced enhanced measures in the Province wide shut-down via a "Stay at Home" order, in order to minimize mobility of the community. The intent of this order was only leave your household for the purposes of groceries, medical appointments, and essential work. The enhanced Public Health and workplace safety measures were in effect for all of Ontario and were in place until at least Thursday February 11<sup>th</sup>, 2021.

On February 11<sup>th</sup>, it was announced that March Break for schools would be moved to April to curb travel and the spread of COVID-19.

On February 12<sup>th</sup>, the Province announced that the Niagara Region would remain in the Grey Zone of the Provincial Framework for a period of 14 days.

### ***Re-Opening 2021***

On February 26<sup>th</sup>, the Provincial government announced that the Niagara Region would move to the Red-Control Zone of the Provincial Framework as of March 1<sup>st</sup>, 2021. This would allow for limited facility usage and programming to restart. The West Lincoln Community Centre opened for restricted ice and walking track usage on March 3<sup>rd</sup>, 2021.

## **CURRENT SITUATION:**

### ***Family Easter Weekend Event***

With the cancellation of a traditional West Lincoln Family Day event, staff have planned a fun virtual and interactive opportunity which combines components from the Family Day event with an Easter theme. Recreation Services typically offers an Easter Egg Hunt on Good Friday annually. Current restrictions will not allow for this type of event. This year, take home kits from Family Day have been updated with additional items for Easter and will be offered for curb-side pick up on April 2<sup>nd</sup>, 2021. Additionally, staff have planned an Easter Scavenger Hunt virtually through the GooseChase app. Participants download the app and take part in the West Lincoln challenge for an opportunity to win prizes.

Information regarding this event (attached as Appendix A) will be posted on the Township's website and social media the week of March 15<sup>th</sup>. The attached Appendix (Flyer) will also be distributed to West Lincoln households on March 18<sup>th</sup>.

### ***March Break Camp in April***

Recreation Services has responded to the change of date for March Break to April by rescheduling all virtual events that were being planned. Daily virtual activities have been planned for the new dates in April and a GooseChase scavenger hunt has been added to the program.

Information regarding this event (attached as Appendix B) will be posted on the Township's website and social media the week of March 15<sup>th</sup>. The attached Appendix (Flyer) will also be distributed to West Lincoln households on March 18<sup>th</sup>.

### ***Arena***

West Niagara Minor Hockey Association and the West Lincoln Figure Skating Club returned to the ice at the Community Centre with programming on March 3<sup>rd</sup>. Other user groups have chosen not to return under the Red-Control Zone of the Provincial framework. New rentals continue to be on hold.

### ***Programming and Upcoming Events***

Recreation Services is cautiously moving forward with preliminary plans for fitness programming in the spring and a summer camp program. Staff are aware that Provincial

restrictions and the Public Health vaccination plans which have identified the WLCC as a community vaccination site, may limit programming and will assess the viability of specific programming as details become available.

Summer events are also being assessed and alternative options are being explored. Staff have been meeting with Niagara Region peers to discuss possible joint ventures for events such as Canada Day. It is anticipated that West Lincoln-specific events such as Music in the Park and Movies in the Park will continue to be subject to COVID-19 restrictions. An update on the feasibility of these events in 2021 will be provided in the coming months.

#### **FINANCIAL IMPLICATIONS:**

##### ***Family Easter Weekend Event***

There is no financial impact to the proposed 2021 budget for the Family Easter Weekend Event.

##### ***March Break Programming***

As per the information provided in Staff Report REC-01-2021, the revised March Break program in April will have expenditures of \$5,000.00 with zero revenue generated.

##### ***Arena***

Recreation Services and the Finance Department are working together to track lost revenue due to facility closures.

##### ***Programming and Upcoming Events***

The cancellation or modification of programming and events in 2021 may impact expenditures and revenue. Staff will provide updates on this situation as evaluations of programs and events are completed.

#### **INTER-DEPARTMENTAL COMMENTS:**

This Report was reviewed by the Director of Public Works & Recreation, Director of Finance, CAO, and the Township Clerk.

#### **CONCLUSION:**

Staff will continue to evaluate and adjust recreation programs, events and services in response to provincial and regional restrictions and guidance during the COVID-19 pandemic.

#### **Prepared & Submitted by:**



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**Wendy Beaty**  
Coordinator of Recreation Services

#### **Approved by:**



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**Beverly Hendry**  
Chief Administrative Officer



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**Mike DiPaola, P.Eng**

Director of Public Works & Recreation

Appendix A – Family Easter Weekend Event Flyer

Appendix B – March Break Camp in April Flyer

TOWNSHIP OF WEST LINCOLN PRESENTS

# Family Easter Weekend

April 2nd to April 5th, 2021



## TAKE HOME ACTIVITY KITS

April 2nd, 2021      9:00am to 1:00pm

Hop on over and pick up your Take Home Activity Kits at the  
West Lincoln Community Centre.

There are a limited number of kits therefore first come, first served.

Take Home Activity Kits include:

- Kiwanis of West Lincoln Colouring Contest
- MadScience Virtual Activity
- T-shirt Family Tree Colouring
- Easter Chocolate

&

## FAMILY EASTER HUNT

April 2nd to April 5th

Check the back of the flyer for more details.....

# The hunt is on...

## JOIN OUR FAMILY EASTER HUNT!

### How to get started:

- Download the Goose Chase App on your smartphone. Create a new account or log into an existing account. You can play as a guest, but your progress in the hunt will not be saved.
- Search and join the West Lincoln's Family Easter Hunt (or use game code 8ZPRML)
- You will earn points for every mission completed. Gather as many points as you can to win a prize!  
(Winners will be announced Wednesday April 14th.)
- Have FUN!

Keep yourself and other safe - adhere to the Public Health COVID-19 safety protocols and regulations  
Submitted images may be used in the Township of West Lincoln's publications, website and social media outlets.

All programs and events may be cancelled or rescheduled in response to COVID-19 Provincial and Regional guidance and regulations.

## Thank you to our Partners/Sponsors!



**Kiwanis**  
West Lincoln



Smithville  
**Home**  
hardware



**Premier**  
Equipment Ltd.

**McINTYRE**  
ELECTRIC LTD.



**meester**  
INSURANCE CENTRE

**V&R**

RECYCLING  
Use & Repairs



Township of West Lincoln presents

MARCH

BREAK

CAMP

IN

APRIL

2021

April

12th to

16TH

ONLINE VIRTUAL  
EXPERIENCES

For more information visit our  
website, [www.westlincoln.ca](http://www.westlincoln.ca).

RECREATION SERVICES

Email: [camps@westlincoln.ca](mailto:camps@westlincoln.ca)

Phone: 905-957-3346 ext. 4682

All programs and events may be cancelled or  
rescheduled in response to COVID-19 Provincial  
and Regional guidance and regulations.

West Lincoln

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Your attitude naturally

# March Break Camp in April 2021

## MON. APRIL 12

Toronto Zoo LIVE  
Virtual Tour @  
10:00am to 11:00am

The Toronto Zoo is coming to you LIVE on Zoom to explore the Arctic Tundra at home.

## TUES. APRIL 13

Creative Bug Crafts  
@10:00am & 2:00pm

Enjoy two Creative Bug Crafts today. You will get to create a Magic Wand and make your very own Galaxy Slime.

Supplies you'll need:

### Magic Wand

- Liquid Glue & Flour
- Glitter & Jewels
- Paper towel & Newspaper
- Masking Tape
- Other decorative materials

### Galaxy Slime

- Liquid Starch
- Clear Glue
- Non-toxic pigment
- Glitter

## WED. APRIL 14

Social Hour with Friends  
@ 1:00pm to 2:00pm

Our Summer Camp staff have missed you! Join us on Zoom to catch up with them and have some fun with friends. Grab your favourite Christmas gift or somethings you have enjoyed while being at home!

## THURS. APRIL 15

Ripley's Aquarium LIVE  
Virtual Tour  
@10:00am to 11:00am

Have you ever been inches away from sharks or other exotic fish. Join us live on Zoom for a tour under the sea at the Ripley's Aquarium. It will feel like you are actually there!

## FRI. APRIL 16

Boom Boom Bingo  
@1:00pm to 2:00pm

One thing's for sure... this is no ordinary game of bingo! There will be lots of dancing, hilarious party games, goofy prizes – oh, and there's some bingo too! The virtual bingo will be played with online bingo cards.

**April 12 - 16**

## MARCH BREAK IN APRIL CHALLENGE

### How to get started:

- Download the Goose Chase App on your smartphone. Create a new account or log into an existing account. You can play as a guest, but your progress in the challenge will not be saved or counted.
- Search and join West Lincoln's March Break in April Challenge (or use game code: R7JZZ9)
- You will earn points for every activity you complete. Collect as many points as you can to win a PRIZE! (Winners will be announced Monday April 26th.)



Keep yourself and others safe - adhere to the Public Health COVID-19 safety protocols and regulations. Submitted images may be used in the Township of West Lincoln's publications, website and social media outlets. Participants use the app at their own discretion.

## IMPORTANT!

You will be able to find all links to each virtual event on our website: [www.westlincoln.ca](http://www.westlincoln.ca) or on our FaceBook or Instagram Pages

**West Lincoln**

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Your Future Naturally

**Ministry of  
Transportation**

Office of the Minister

777 Bay Street, 5<sup>th</sup> Floor  
Toronto ON M7A 1Z8  
416 327-9200  
[www.ontario.ca/transportation](http://www.ontario.ca/transportation)

**Ministère des  
Transports**

Bureau de la ministre

777, rue Bay, 5<sup>e</sup> étage  
Toronto ON M7A 1Z8  
416 327-9200  
[www.ontario.ca/transports](http://www.ontario.ca/transports)



February 23, 2021

107-2021-196

Dear Municipal Partner:

I would like to thank you and your delegation for meeting with me virtually at the 2021 ROMA Annual Conference. This is an unprecedented situation, and I appreciate the opportunity to review the transportation issues that are important to your community.

The Ministry of Transportation is committed to moving people and goods safely, efficiently and sustainably across Ontario to improve quality of life and support a globally competitive economy.

I acknowledge the indispensable work done by the Rural Ontario Municipal Association to address the sector's challenges, especially as we navigate unparalleled circumstances amid the COVID-19 pandemic. The Ministry of Transportation remains committed to strengthening its partnership with municipalities during these difficult times.

Thank you again for taking the time to meet with me. I look forward to working with you. In the meantime, should you have any questions, please feel free to contact Ryan Amato, Director of Stakeholder Relations, at 416-522-3719 or [Ryan.Amato@ontario.ca](mailto:Ryan.Amato@ontario.ca).

It is important to the Government of Ontario to give Ontarians a direct say in how we can improve the effectiveness and efficiency of provincial programs and services.

Sincerely,

A handwritten signature in cursive script that reads 'Caroline Mulroney'.

Caroline Mulroney  
Minister of Transportation

**DATE:** March 15, 2021

**REPORT NO:** REC-03-2021

**SUBJECT:** **Canada Healthy Communities Initiative Application – Wellandport Disc Golf Course**

**CONTACT:** Mike DiPaola, P.Eng., Director of Public Works & Recreation

**OVERVIEW:**

- On January 27, 2021, the Smithville Christian High School submitted an Expression of Interest (Refer to Appendix A) in working with the Township to develop and supply disc golf amenities.
- The Federal Government recently announced that they were accepting funding applications under the “Canada Healthy Communities Initiative” to support communities in order to adapt spaces and services to respond to immediate and ongoing needs arising from COVID-19.
- Staff felt that the disc golf proposal would fit with the application guidelines and criteria and submitted an application for this project, under the “Safe and Vibrant Public Spaces” theme, under the first round intake and meet the March 9, 2021 deadline.
- Staff is recommending that Council endorses the construction of a nine (9) hole disc golf course at the Wellandport Community Centre property, subject to the approval of Canada Healthy Communities Initiative funding application totaling \$75,000.

**RECOMMENDATION:**

1. That, Report REC-03-2021, re: Canada Healthy Communities Initiative Application – Wellandport Disc Golf Course, dated March 15, 2021 be received for information; and,
2. That, Council endorses the construction of a nine (9) hole disc golf course at the Wellandport Community Centre property, subject to the approval of Canada Healthy Communities Initiative funding application.

## **ALIGNMENT TO STRATEGIC PLAN:**

### **Theme #4**

- Local Attractions – Providing amenities, programs and services that bring the community together.

### **Theme #5**

- Community Health and Safety – West Lincoln continues to be a safe community where all residents are supported to thrive throughout their lives.

## **BACKGROUND:**

On January 27, 2021, the Smithville Christian High School submitted an Expression of Interest (Refer to Appendix A) in working with the Township to develop and supply disc golf amenities.

The attached Expression of Interest letter was included as a communication item at the February 16, 2021, Administration/Finance/Fire Committee Meeting.

At that meeting, the CAO advised that the Federal Government had recently announced that they were accepting funding applications under the “Canada Healthy Communities Initiative” to support communities in order to adapt spaces and services to respond to immediate and ongoing needs arising from COVID-19.

A motion was made and carried, at the above meeting:

- 1) That the correspondence received from the Smithville Christian High School, advising of a proposal for the school and its students to work with Township staff to develop a nine (9) hole disc golf course and to supply the nine (9) student built disc golf targets (or cages) at a cost of \$6,750 be received and supported in principle; and
- 2) That Marlene Bergsma be invited to attend and make a presentation to the Administration/Finance/Fire Committee meeting of the disc golf proposal; and
- 3) That the item be referred to staff for further discussion and considerations including grant opportunities and report back to a future Public Works/Recreation/Arena Committee meeting.

## **CURRENT SITUATION:**

Staff have completed their review of Smithville Christian High School’s Expression of Interest as well as the Canada Healthy Communities Initiative, and staff feel that the disc golf proposal at the Wellandport Community Centre Park would fit within the application criteria.

The Healthy Communities Initiative supports communities as they create and adapt public spaces, and programming and services for public spaces to respond to ongoing needs arising from COVID-19 over the next two years. This investment from the Government of Canada will fund small-scale infrastructure projects to create safer, more vibrant and inclusive communities. It encourages community-level innovation and improvements in the quality of life for residents, as local communities continue to adapt to COVID-19 in developing new ways to keep residents safe and healthy.

Eligible projects for funding under this Healthy Communities Initiative should:

- Respond to identified needs arising from impacts of COVID-19;
- Create and adapt public spaces, and programming and services for public spaces in the public interest;
- Demonstrate consideration of and connections with the community;
- Serve the general public or a community disproportionately impacted by COVID-19; and,
- Fall within the three Healthy Community Initiative theme areas.

The Healthy Communities Initiative Themes are as follows:

1. Safe and Vibrant Public Spaces
2. Improved Mobility Options
3. Digital Solutions

The minimum funding amount for projects is \$5,000 and the maximum funding amount is \$250,000 for each project. Applicants are required to submit a budget to identify eligible project expenses which must be incurred during the funding period of April 1, 2020 to June 30, 2022.

The Application portal was opened on February 9, 2021, with two rounds of application intakes. Applications had to be submitted for the first round by March 9, 2021, with applicants receiving the results by April 30, 2021.

The application portal for the second round will open May 14, 2021 and applications must be submitted by June 25, 2021, with applicants receiving the results by August 13, 2021.

As mentioned previously, staff felt that the disc golf proposal would fit with the application guidelines and criteria. Staff therefore, completed and submitted an application for this project, under the “Safe and Vibrant Public Spaces” theme, under the first round intake and met the March 9, 2021 deadline.

The budget/funding request for the Township’s application was for \$75,000 as itemized in the below table:

➤ Design & Layout (Smithville Christian High School)	\$ 2,250
➤ Supply Disc Golf Targets (Smithville Christian High School)	\$ 4,500
➤ Disc Golf Course Signage	\$ 2,250
➤ Installation of Disc Golf Targets	\$ 9,000
➤ Tee Boxes and Way Finding Signage	\$ 9,000
➤ Installation of Trees	\$15,000
➤ Extension of Existing Gravel Parking Lot	\$20,000
➤ Administration Cost	\$ 3,000
➤ Project Contingency	<u>\$10,000</u>
TOTAL	\$75,000

Should the Township's funding application be successful, the intent would be to work collaboratively with the Christian High School to commence the development of the course layout and to source the disc golf targets. Township staff would then proceed with the procurement of the other disc golf course items and may complete some of the installation with our own staff resources. This disc golf course would be added to the Township's asset inventory.

Staff will report back to this committee once we receive the results of our application.

**FINANCIAL IMPLICATIONS:**

The Disc Golf Project outlined in this report is contingent on receiving the funding of \$75,000 through the Canada Healthy Communities Initiative. The 2021 Budget as approved by Council on March 1, 2021 did not allocate any funds towards this project.

**INTER-DEPARTMENTAL COMMENTS:**

This Report was reviewed by the Director of Finance, CAO, and the Township Clerk.

**CONCLUSION:**

Staff submitted a funding application in the amount of \$75,000 under the Canada Healthy Community Initiative for the construction of a nine (9) hole disc golf course at the Wellandport Community Centre property. Under this funding program, it is anticipated that all applicants will receive their respective funding decision/results by April 30, 2021.

**Prepared & Submitted by:**



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**Mike DiPaola, P.Eng**  
**Director of Public Works**  
**& Recreation**

**Approved by:**



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**Beverly Hendry**  
**Chief Administrative Officer**

Appendix A – January 27, 2021, EOI Letter from Smithville Christian High School  
Appendix B – Site Location Plan



January 27, 2021

Bev Hendry, CAO, Township of West Lincoln

Dear Ms. Hendry,

Many thanks to you and Mike DiPaola for taking the time to meet with us to discuss enhanced recreational opportunities for the Township of West Lincoln. Please accept this letter as Smithville Christian High School's Expression of Interest in working with the Township to develop and supply disc golf amenities.

For 2021, our students would be pleased to develop a nine-hole disc golf course at the Wellandport Community Centre and to supply nine student-built disc golf targets (or cages) constructed according to professional-level specifications.

Develop nine-hole disc golf course	\$2,250.00
Supply nine disc golf targets	\$4,500.00
<b>Total</b>	<b>\$6,750.00</b>

The layout of the course would be developed in consultation with Township staff and would be subject to Township approval.

The above prices do not include tee boxes, signage, or installation, although we are willing to discuss supplying these added services or features.

Smithville Christian High School will also consult with the designers of other disc golf courses, and, should additional plant material be recommended, is willing to work with our donors and suppliers to secure favourable pricing. Should this be a successful partnership, Smithville Christian High School is willing to consider making it a multi-year venture and to work with other funding partners to develop or supply additional recreational amenities for the Township.

Sincerely,

Marlene Bergsma, Director of Communications and Advancement  
mbergsma@smithvillechristian.ca

**Smithville Christian High School**  
6488 Smithville Road, PO Box 40, Smithville, Ontario L0R 2A0  
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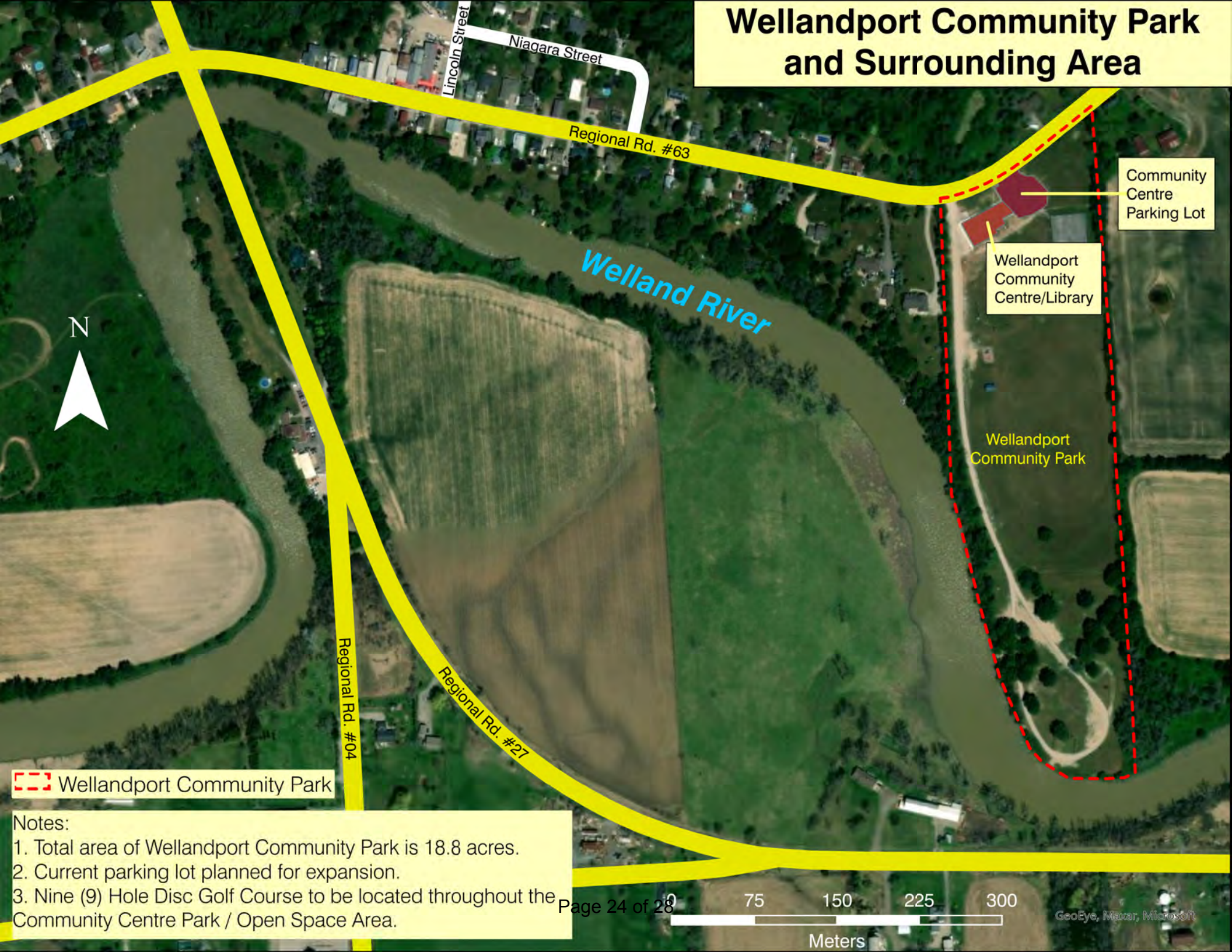
***Belong. Believe. Succeed.***

# Location of Wellandport Community Park in the Township of West Lincoln



■ Wellandport Community Centre/Park

# Wellandport Community Park and Surrounding Area



Community  
Centre  
Parking Lot

Wellandport  
Community  
Centre/Library

Wellandport  
Community Park

N

Welland River

Regional Rd. #63

Niagara Street

Lincoln Street

Regional Rd. #04

Regional Rd. #27

Wellandport Community Park

## Notes:

1. Total area of Wellandport Community Park is 18.8 acres.
2. Current parking lot planned for expansion.
3. Nine (9) Hole Disc Golf Course to be located throughout the Community Centre Park / Open Space Area.

**DATE:** March 15, 2021

**REPORT NO:** REC-04-2021

**SUBJECT:** **2021 Cemetery Maintenance Request for Proposal (RFP)**  
**Authorization**

**CONTACT:** Bob Denison, RRFS, CBT, Manager of Parks, Recreation & Facilities  
Mike DiPaola, P.Eng., Director of Public Works and Recreation

**OVERVIEW:**

- The current cemetery maintenance contract expired in December of 2020.
- Staff prepared and circulated a Request for Proposal document for maintenance of the twenty-one cemeteries under the Township's jurisdiction for a five-year term. Ten submissions were received for this Request for Proposal.
- In an effort to award this multi-year maintenance contract based on best value for money, all proposals received were evaluated using a set criterion of 75% (experience/resources/expertise) and 25% (cost).
- George Lane Landscaping received the highest score.
- Staff recommends awarding the five-year cemetery maintenance contract to George Lane Landscaping for a total amount of \$242,000 (excluding HST) as itemized below on an annual basis:
  - 2021 - \$ 47,000.00
  - 2022 - \$ 48,000.00
  - 2023 - \$ 48,000.00
  - 2024 - \$ 49,000.00
  - 2025 - \$ 50,000.00

**RECOMMENDATION:**

1. THAT, Report REC-04-2021, re: 2021 Cemetery Maintenance Contract Request for Proposal (RFP) Authorization, dated March 15, 2021 be received; and,
2. THAT, Council awards the request for proposal contract to George Lane Landscaping for a five-year term, in the total amount of \$242,000.00 (plus HST), and,
3. THAT, a By-Law be passed to authorize the Mayor and Clerk to enter into an agreement with George Lane Landscaping.

## ALIGNMENT TO STRATEGIC PLAN:

### Theme #5:

- **Community Health and Safety** – West Lincoln continues to be a safe community where all residents are supported to thrive throughout their lives.

### Theme #6:

- **Efficient, Fiscally Responsible Operations** – West Lincoln will grow strategically and responsibly, welcoming new residents and businesses and respecting the heritage and rural character that people value.

## BACKGROUND:

The current five-year cemetery maintenance contract ended in December 2020. In order to maintain compliance with the Township's purchasing policy, staff issued a request for proposal to solicit competitive submissions for a new five-year cemetery maintenance contract. The contract is for grass cutting, general property maintenance, headstone and marker repairs and maintenance for the Township's twenty-one cemeteries.

## CURRENT SITUATION:

Staff prepared and circulated the request for proposal document and the proposal closed on February 19, 2021. The RFP was advertised and posted on an electronic bidding website and the Township's website. Ten proposals were received on the RFP closing date.

In an effort to award this multi-year maintenance contract based on best value for money, all proposals received were evaluated using the following set of criteria (75% Technical & 25% Cost) as itemized below:

- Technical Expertise & Resources
- Similar Project Experience
- Past Performance Records
- Recognized Cemetery Training
- Methodology
- Local Expertise
- Cost

The results of the evaluation are summarized in the below table:

Company	Weighted Scoring	Proposal Price
1. George Lane Landscaping	926	\$242,000.00
2. Bos Landscaping	780	\$194,250.00
3. Refined Image Property Maintenance	618	\$195,775.99
4. Griffin Landscape Management	543	\$519,923.32
5. Scenic Endeavours	445	\$270,000.00

6. Clintar Outdoor Services	320	\$404,594.00
7. Vanduzen Fence and Lawncare	313	\$585,423.59
8. Blue Sky Home Services	233	\$208,471.00
9. Forest Ridge Landscaping Inc.	226	\$386,676.30
10. Grown Home Property Maintenance	104	\$470,132.00

George Lane Landscaping received the highest overall score and has been providing the Town's cemetery maintenance in the past, including the last five-year contract term. George Lane Landscaping has the required experience, expertise, resources, and the mandatory cemetery training to successfully deliver and complete the services set out in this maintenance contract. In addition, this firm has the necessary cemetery training to complete the Township's required inspections while performing the maintenance work. The work plan submitted as part of their proposal addresses special family related days such as mother's day and father's day to ensure appropriate level of service for these special days. This company also has an excellent track record in delivering professional cemetery and landscaping services.

The RFP also asked for an hourly rate to be submitted for works performed outside of the contract, if required. George Lane Landscaping has an hourly rate of \$45.00 per hour with a 1-hour minimum.

The yearly pricing submitted in proposal received by George Lane Landscaping is as follows:

- 2021 \$47,000.00
- 2022 \$48,000.00
- 2023 \$48,000.00
- 2024 \$49,000.00
- 2025 \$50,000.00

#### **FINANCIAL IMPLICATIONS:**

The project is to be funded through the yearly cemetery operating budget. The approved 2021 operating budget includes \$52,000.00 and is sufficient to cover the first year of this five-year maintenance contract.

#### **INTER-DEPARTMENTAL COMMENTS:**

This report was reviewed by the Director of Finance and the Township Chief Administrative Officer.

#### **CONCLUSION:**

In summary, staff recommends that the submission from George Lane Landscaping for the 2021 five-year cemetery maintenance contract be accepted, and that Council awards the five-year maintenance contract for a total amount of \$242,000.00 (plus HST).

**Prepared & Submitted by:**



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**Bob Denison, RRFS, CBT**  
Manager of Parks, Recreation & Facilities

**Approved by:**



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**Beverly Hendry**  
Chief Administrative Officer



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**Mike DiPaola, P.Eng.**  
Director of Public Works & Recreation